



EMPLOYMENT OPPORTUNITY

Facilities Analyst (Full-Time, Benefitted)

Posted: June 7, 2016

Position is open until filled with a first review of applications June 27, 2016.

POSITION TITLE:	Facilities Analyst
DEPARTMENT:	Public Works
REPORTS TO:	Public Works Director
PAY RANGE:	\$55,036 - \$67,500 Annually (FLSA Exempt)

General Purpose

Under the direction of the Director of Public Works, the Facilities Analyst manages the long term maintenance, repair and capital improvement of city facilities and utilities. This position acts as a principal assistant to the Director of Public Works and in his or her absence performs such duties and responsibilities. Instructions are received from the Director on matters of policy and assignments, consisting of statements of desired objectives derivative of performance measures and departmental work plans.

SUPERVISION:

Works under the general supervision and direction of the Director of Public Works. The Facilities Analyst may work closely with the City's Leadership Team and other support staff. This position may also coordinate with the Mayor, the City Council, the public, other agencies and utilities as required. The position requires a high degree of independent judgment, initiative and direction.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Plans and directs facilities maintenance and repair activities including service prioritization and scheduling. Works closely with customer departments, contractors, and other persons to maintain electrical, plumbing, HVAC systems, energy conservation, and other systems at City facilities and buildings. Acts as the primary customer service contact for facility tenants at City facilities.
2. Coordinates and manages small construction projects, for major maintenance, that include construction specifications, bid documents and supervision of the contractor(s). Assists in management of contracts for larger capital projects.
3. Writes requests for proposals for work to be performed, assists in the selection of contractors, inspects work in progress and approves final work product. Ensures work is in compliance with specifications and applicable laws and regulations.

4. Assists with the development of and provides information for future capital planning. Performs facility condition surveys. Assists department director with facilities development planning and cost analysis.
5. Manage existing grants for repair or renovation of streets, water system, storm water system, parks and city facilities by: tracking grants; developing internal reporting systems; writing reports; maintaining historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations. Monitor grants for both application and seasonal scheduling for future annual applications.
6. Provide input and understand City and Department goals and budgets; monitor expenditures.
7. Participate in the development and formulation of departmental policies.
8. Coordinate activities and communication with other City departments, customers, developers and Federal, State, County and private agencies.
9. Prepare studies, reports and recommendations related to Departmental programs.
10. Represent the Public Works Department at meetings of agencies, the City Council and other official groups and organizations that pertain to the activities of the Department.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a Bachelor's Degree in related field; progressively responsible experience in facilities maintenance, Public Works Operations, budget and grant funds administration, project management, or any combination of related education and experience or training that in the opinion of the City would provide the level of knowledge, skills, and abilities required.

DESIRED QUALIFICATIONS:

Experience in municipal public work operations, state funded projects, cost estimating, budgeting, and project execution reporting.

KNOWLEDGE, ABILITIES, and SKILLS:

Knowledge of:

- Working knowledge of and experience in the functional areas of facilities management, public works operations, public streets, water utility system, storm water utility system, and parks/greenways grounds maintenance.
- Federal, State, county and municipal laws related to a public utility, and public works operations.
- Principles and methods of planning and financing of municipal capital improvement projects.

Ability to:

- Communicate complex technical information, both verbally and in writing to the City Administrator, Mayor, City Council, media, and the public in a non-technical manner that facilitates understanding and decision-making.
- Present to groups in a variety of settings, including the City council and community groups.
- Direct and participate in large, complex processes involving all City departments.
- Establish and maintain effective working relationships within the City organization and with external individuals and agencies
- Remain flexible to changing priorities.
- Work on a small team which each staffer may be required to perform a wide range of duties from time to time.

Skills for:

- Use of Microsoft Office Suite software.
- Reading construction and technical drawings.
- Use of cost estimating software.
- Application of facilities condition assessment such as Pavement Condition Index, and Building System Service Life.

Requirements

Verification of identity to work in the United States as required by the Immigration Reform and Control Act. Applicants must successfully pass pre-employment background check.

Tools and Equipment Used

Personal computer, Microsoft Office programs, copier, fax, multi-line phone system, and other miscellaneous small office programs and equipment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both indoors and out-of-door and involves moderate risks, discomfort, or unpleasantness such as a high level of noise; dust, grease and mud; moving vehicles or machines; cold and/or wet weather. Normal safety precautions are required; the incumbent may wear some protective clothing equipment such as rain and snow gear, boots, goggles, and gloves. Work requires some physical exertion such as long periods of standing; walking over rough, uneven surfaces; and recurring bending, crouching, stooping and reaching; and occasional lifting of moderately heavy items up to 50 pounds.

INTERPRETATION GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee. The job description is subject to change by the employer as the needs of the employer and requirements of the job change as subject to any existing employment agreement.

HOW TO APPLY:

Applicants must submit a detailed personal resume and a City application to the Human Resources Department. Application materials may be downloaded from the City's website at www.dupontwa.gov or requested at DuPont City Hall: 1700 Civic Drive, DuPont, WA 98327. *(Resume in lieu of application not accepted.)*

CLOSING DATE:

This position is open until filled, with a first review of applications on June 27, 2016.

Questions? Contact City Hall at 253-961-8121